

SADDLEBROOKE VILLAS ASSOCIATION
NOMINATING AND ELECTION COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

II. TERM OF OFFICE

The term of office shall be for one (1) year.

III. PURPOSE

Oversee the Nominating and Election Committee to secure qualified candidates for the annual board election.

IV. OBJECTIVES/PROCEDURES

OBJECTIVE

Oversee the selection of candidates to present to the Board of Directors for the Annual Board Election.

PROCEDURES

- A. Select committee members from a variety of interest groups, including both full- and part-time residents.
- B. Set meeting dates that will enable the committee to complete the selection process within the timelines established. This may include in-person meetings, phone conversations, Skype, Face Time, emails, etc.
- C. Search for qualified candidates for open positions on the Board of Directors, which includes making call and/or personal contact with Villa residents.
- D. Complete the selection process of candidates within the parameters set by the Board.
- E. Comply with the By-Laws, Track Documents, and Villa/HOA Two legal documents. – In particular: Villa By-Laws, Article V, Elections.
- F. Prepare and distribute communication releases on candidates.
- G. Arrange and conduct the “Meet the Candidates” forum.
- H. Secure volunteers for the counting of the ballots from a cross-section of the Villas’ residents. (i.e. various streets, new residents/more established residents, full time/part time, etc.)
- I. Oversee the mailing and counting of the ballots.
- J. Contact the candidates immediately following the election – those who won and those who lost.
- K. Contact the management company immediately following calls to those who won/lost so that an email advising the election results may be sent.
- L. Maintain the integrity of the process and stress to the volunteers the importance of the confidentiality of the election results.
- M. Present all paperwork and ballots (that will be stored at the management company) to a Board Officer immediately following the election.
- N. Announce the process used and the results at the Annual Villas Meeting.
- O. Conduct a post-meeting to review the process and what worked well, what needs to be changed, and recommendations for the next year.

V. REPORTING STRUCTURE

The committee reports directly to the Board of Directors.

VI. ADDITIONAL PARAMETERS

The committee must comply with all governing documents and legal requirements.